

The Protocol Group Refer a Friend Scheme - Terms & Conditions



The Protocol Group Refer a Friend scheme terms and conditions refer to any instances of a valid candidate referral for The Protocol Group. The Protocol Group is a sub-brand of Affinity Workforce Solutions Ltd.

Eligibility for Referral Payment

1. To be eligible for a referral payment under this scheme, the referrer must be a registered user within The Protocol Group system, having previously initiated a registration with us.
2. Referral payments are not offered to external parties who are not registered with The Protocol Group.
3. The bonuses outlined below are effective as of 1st March 2026.
4. Excludes referred candidates who are currently registered with The Protocol Group and actively seeking work. To be eligible for this scheme, the referred candidate must not have previously engaged in a registration with us (not be on our system, or with any other Affinity Workforce Brand - Monarch Education, CER, Career Teachers or Affinity Partnerships)
5. To qualify for a reward, the referred friend must be registered within 4 weeks of the form being submitted.

Referral Bonus Eligibility Criteria

If you, as a registered user, introduce a friend or colleague who is placed in a role or assignment through The Protocol Group, any of its affiliate brands or group companies, you will be eligible for a bonus based on the following criteria:

For Teaching / Management Staff

Eligible roles include (but are not limited to):

- Lecturer
- Senior Lecturer
- Tutor
- Trainer
- Assessor
- Internal Quality Assurer (IQA)
- Any Management Position (e.g., Curriculum Manager, Team Leader)
- Head of Department
- Programme Leader

£200 referral bonus after the referee has completed 25 days (or 187.5 hours) of work within 3 months from the date their file was cleared

OR

The referee gains a permanent position and successfully passes their probation period.

For Support Staff / Non-Academic Roles

Eligible roles include (but are not limited to):

- Learning Support Assistant (LSA)
- Careers Advisor
- British Sign Language (BSL) Interpreter
- Speech & Language Therapist
- Registry
- Student Services roles
- Admissions roles
- Job Coach

£150 referral bonus after the referee has completed 25 days (or 187.5 hours) of work within 3 months from the date their file was cleared

OR

The referee gains a permanent position and successfully passes their probation period.

Additional Eligibility Note

Other job roles may also be eligible for the referral bonus at the discretion of the consultant.

Bonus payments will be processed within 4 weeks after the qualifying work has been completed and confirmed.

Weeks falling into holidays will not be counted towards the work-completion timeframe where applicable.

If your friend leaves The Protocol Group prior to completing the days/hours outlined above but later attempts to re-activate their registration, you will not be eligible for the bonus unless a new claim is submitted and the new work requirements are met.

Bonus Payment Options

1. For eligible referrals, you will receive the full bonus amount (£200 for lecturers, £150 for support staff).
2. Alternatively, you may choose to split the bonus equally with your friend.
3. The bonus can only be halved; no other split arrangements will be accepted.
4. Both parties must provide written confirmation (letter or email) outlining agreement to split the bonus and the amount each expects to receive.
5. Once confirmation is provided, the decision is final and cannot be changed.

Additional Terms

- We can only accept referrals for individuals who already work in the UK or are eligible to work in the UK.
- The Protocol Group reserves the right to offer an alternative reward of the same value at any time.
- Not all Protocol Group specialisms participate in this incentive. Please check with your local branch.
- The Protocol Group reserves the right to transfer your referral to a more relevant or suited sub-brand of Affinity Workforce Solutions if it is in the interest of both parties.
- The referee has the right to decline any offers from The Protocol Group.
- The Protocol Group's decision is final.

Compliance & Legal Requirements

This scheme is limited to referrals of personal contacts by registered users. You must not refer any person under this scheme where:

- the relationship has been gained through your employment, office, agency, or any other professional position,
- or where referring the individual breaches any duty you may owe to another organisation or person.

Doing so may amount to a criminal offence.

By referring any person under this scheme, you warrant that the referral does not breach any duty arising from:

- A. A function of a public nature
- B. An activity connected with a business, trade, or profession
- C. An activity performed in the course of any person's employment
- D. An activity performed by or on behalf of a body of persons (whether corporate or incorporate)

You agree to refund on demand (without time limit) any reward where you are found to be in breach of these terms.

Affinity Workforce shall not be liable for any indirect, consequential, or economic loss arising under this agreement, including loss of profit, revenue, savings, data, goodwill, or business.

Nothing in this agreement limits liability for fraud, death, or personal injury, or to the extent otherwise not permitted by law.